

Historic, Archive Document

Do not assume content reflects current
scientific knowledge, policies, or practices.

1.9
Ag 81 En

1



Graduate
School, USDA

A School for
Continuing Education

60th Anniversary
1921-1981

USDA LIBRARY
NOT RECEIVED
OCT 11 '91
RECORDS
SERIALS BRANCH

1981-1982

annual report

GENERAL ADMINISTRATION BOARD

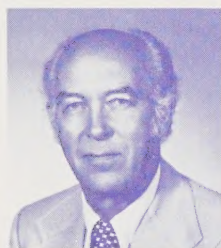
The General Administration Board of the Graduate School, USDA is appointed by the Secretary of Agriculture, John R. Block. The Board functions similarly to the Board of Trustees of a college or university.



Raymond D. Lett, Chair
Executive Assistant to the Secretary
of Agriculture



A. James Barnes,
General Counsel,
U.S. Department of Agriculture



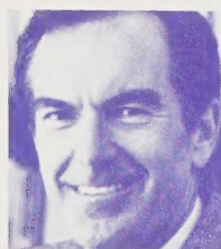
Norman A. Berg, Senior Advisor
American Farm Land Trust



Orion L. Birdsall, Deputy Assistant
Commissioner
Human Resources, Internal Revenue
Service, Treasury Department



J. Craig Cumbey,
Deputy Assistant Secretary of the Air
Force for Civilian Personnel Policy



Michael R. Frost, Associate Director
Work Force Effectiveness Develop-
ment Group
U.S. Office of Personnel Management



Harry S. Havens
Assistant Comptroller General for
Program Evaluation
U.S. General Accounting Office



William G. Leshner,
Assistant Secretary for Economics,
U.S. Dept. of Agriculture



Frank W. Naylor, Jr.,
Under Secretary for Small Community
and Rural Development
U.S. Department of Agriculture



R. Max Peterson, Chief
Forest Service,
U.S. Department of Agriculture



John E. Schrote,
Deputy Asst. Secretary for
Administration
U.S. Department of Agriculture



Donald J. Senese,
Assistant Secretary for Educational
Research and Improvement
U.S. Department of Education



Patricia R. Sheikh,
Agricultural Economist
Foreign Agricultural Service, Foreign
Production Estimates Division
U.S. Department of Agriculture

HIGHLIGHTS

Graduate School, USDA, started the year by consolidating and moving its daytime programs, correspondence programs, business and information offices into a new building, the Capital Gallery at 600 Maryland Avenue, S.W.



Alan Mickelson

Other Highlights of the Year

School-wide registrations totaled approximately 47,000

Conducted a comprehensive self-study for purposes of developing a future plan

Celebrated the 60th Anniversary of the School with a variety of events

Established a computer learning laboratory to help support day and evening classes.

Now A Look to the Future Schoolwide Goals 1982-1983

To implement priority recommendations of the Future of the Graduate School Committee

To decide on and begin implementing operational three to five year goals for the Graduate School.

To improve through automation our School information resources management system

To improve effectiveness in the utilization of School advisory committees.

TOTAL YEARLY COURSE REGISTRATIONS BY PROGRAM

Program	1977-78	1978-79	1979-80	1980-81	1981-82
Evening Programs	13,923	14,830	14,514	16,053	14,523
Institute of Lifetime Learning	1,816	1,152	864	789	249**
Career Planning and Development Programs	4,077	4,258	4,687	4,730	4,331
Correspondence Programs	1,358	1,406	1,339	1,550	2,108
Interagency Auditor Training Program		695*	3,240	3,734	3,600
International Programs	2,235	2,642	3,240	2,783	2,559
Special Programs	11,030	9,111	11,050	18,721	19,596
Total	34,439	34,094	38,934	48,360	46,966

* First and partial year

** Transferred to YWCA of D.C.

SERVICE AWARDS FOR FACULTY, COMMITTEE AND STAFF

15 years

Robert A. Beck
George J. Brown
Harold M. Carter
Kenneth R. Dickerson
Robert H. Ingram
Joseph P. Johnson
Franz Ludecke
Sam A. Margolis
L. Kenton Meals
James W. Schleyer
Richard J. Schrimper
Susumu Uyeda
Mackey W. White
Karel Yasko

25 years

Edmund N. Fulker
Jack Koteen
Clarke W. Phillipi
John W. Scott
Rupert B. Southard, Jr.
Vincent B. Vallieres
Charles V.P. Von Luttichau



THIRTY-SIX CERTIFICATE OF ACCOMPLISHMENT RECIPIENTS

Editorial Practices

Reba B. Morris
C. Maureen Padgett
Rosanne Heller
Rose Ann VanDyke
Sophia A. L. Yodis

Photography

Zoe Kosmidou-Pangalos
Charles M. Winkler
Oliver G. Sewell
Carol A. Bryan
Oliver W. Jones

Audio-Visual Technician

Alan Spector

Computer Science

Ma Theresa T. Fernandez
Bruce D. Kuhl
Jean-Paul Morillon
Etienne T. Lamoreaux
Francis Kwong-Tat Ng
Jo Ann Thornton
Bessie C. Cluff

Graphic Arts

Ronald B. Clifford
Kathleen M. Hardesty

Journalism

Anna Hodge

Advanced Accounting

Byron Bailin
Scott L. Rendelman

Advanced Financial Management

Joseph C. Cowan, Jr.

Paralegal Studies

Jeanette Carter
Vanessa Hill
Gertrude M. Greenfield
Colvin R. Wilson
Shirley Thompson
Ann M. Griffin
Nancy N. Hurwitz
Barbara A. Floyd-Moran

Library Technology

Mark H. Hepworth
Diana E. Welty

Natural History Field

Patricia Baade
Thomas B. Adkins



ANNUAL FACULTY RECEPTION—1981

Over 700 faculty, staff and friends of the Graduate School, USDA attended the Annual Faculty Reception. Hosted by the General Administration Board, it was held in the South Agriculture Building. Secretary of Agriculture John R. Block, gave the keynote address in which he praised the School's faculty and leadership for outstanding contributions to public service during the past 60 years.

The Annual Reception is a time for recognizing those who have made significant contributions. Receiving director's awards for outstanding efforts were Sister Grace Leslie, Arthur Devlin, Al Linden and Ken Dickerson. Nine people were recognized for fifteen years of service, four people for twenty-five years. Alfred T. Brokenborough and David Reich were recognized for 35 years of affiliation with the School.

Entertainment and dinner were enjoyed by all in the Agriculture cafeteria, which was "transformed" into an elegant dining room/ball room.



*Secretary of Agriculture
John R. Block*

OFFICE OF THE DIRECTOR

The Director's Office was active in planning and conducting the annual faculty reception, the open houses and the 60th Anniversary events. In addition, overall administrative support and direction was provided to all of the program and support offices and to the General Administration Board. Temporary administrative coverage was provided to Evening Programs and the Information Office.

Instructional improvement initiatives included establishment of a new curriculum committee on safety and health, assistance in the development of an information resources management curriculum, development of an orientation workshop for new faculty, revitalization of committees, and securing a computer instructional laboratory.

A major undertaking this year was the self-study and futures planning effort. With the guidance of an advisory committee, the study was completed and presented to the Board at their July meeting. The addition of word processing has increased the capability of the Director's Office in serving agencies in government.



Director Edmund Fulker

BUSINESS OFFICE

The Graduate School continues to experience substantial financial growth. Revenue is expected to exceed eight million dollars for an increase over last year of approximately 18 percent. While revenue has rapidly increased, expenses have increased at an even faster pace. The result is that the School will have a net loss this year for the first time in 12 years.

Entering the year, the School expected costs to increase. There were large expenditures associated with its move to Capital Gallery where we had to furnish 16 new conference rooms and 12 breakout rooms. The School also invested about \$80,000 for microcomputers for instructional and administrative use.

The Graduate School received an increased number of contracts under cost-reimbursable agreements. While these agreements serve to underwrite a portion of the School's overhead, they do not contribute to the operating margin required to maintain a strong financial base. As a result of federal budget tightening, enrollments in scheduled courses have been at a lower than break-even level.

On the bright side, the School is now entering into cost-reimbursable contracts which provide for a fixed fee, enrollments are beginning to increase, the School has one of the best equipped training centers in the Washington area. Returns on invested assets should exceed 15 percent for the year.

As we enter the new year, progress is being made toward updating the School's financial management systems to provide for improved cost analysis and automated accounts receivable systems.

A word of appreciation is in order for the staff of the Business Office, Bookstore, and Facilities Management. Of a total of 16 positions, only 1 person has left during the year. That person actually remains with the School and now works in Special Programs.

The Bookstore along with its continued growth and excellent service looks for ways to improve services to students and faculty. If there are any suggestions, please call Jacob Wormley, the Bookstore Manager on 447-8634.

CAREER PLANNING AND DEVELOPMENT PROGRAMS

The restrictive federal budget environment during FY 81-82 was felt throughout the training community. Career Planning and Development (CP&D) experience this year was no exception. CP&D recorded over 4,200 enrollments in academic year 1981-82 approximately 25 percent below the original projection and 500 fewer enrollments than in academic year 1980-81. As compared to last year's enrollments, significant growth was experienced in several areas as follows:

Curriculum Area	Open Enrollments	Contract Enrollments
Computer Science	+ 10%	- 13%
Procurement, Contracting and Property Management	+ 64%	+ 400%
EEO	+ 400%	+ 50%
Personnel	+ 30%	+ 42%
Secretarial Sciences	- 9.6%	+ 69%

Other program curricula areas (communications, counseling services, office skills, and adult basic education) experienced a decline in enrollments, with the library curricula being withdrawn for an indefinite period of time from the daytime open enrollment schedule.

Custom Designed Training

CP&D's growth areas were primarily in custom designed training provided under contract or inter-agency agreement. Programs were conducted for the Department of Navy, the National Park Service, Social Security Administration, Customs, the Commonwealth of Virginia, the General Services Administration, the Department of Agriculture, Internal Revenue Service, the National Aeronautics and Space Administration, the Department of Treasury and the Provincial Government of Alberta Canada. There has been a notable increase in programs being delivered at out-of-town sites such as St. Louis, San Francisco, New Orleans, Chicago, Detroit, Baltimore, Harpers

Ferry (WV), Charlottesville (VA), New York, Denver, Kansas, Cleveland and in Canada.

The strongest overall curricula growth area was that of Procurement, Contracting and Property Management which had a 238 percent increase in total enrollments.

The EEO curricula area recorded the highest contract enrollment and second highest total enrollment since its development five years ago. A large program was conducted for the Customs Service at their Washington headquarters and regional offices.

Contract activity in personnel increased by 37 percent over FY 80-81. A large number of custom designed personnel courses were conducted for the D.C. government in classification, staffing and employee relations.

Development of secretarial skills assessment tools and conduct of assessment programs for the Education Department's Horace Mann Learning Center—Secretarial Skills Certification Program has been an on-going project. It is hoped that participants who acquire certification in this voluntary program will be recognized for their skill and competencies within the department. This program is being developed to assist employees and supervisors to identify deficient skill areas so that training needs can be targeted.

While the computer science area enrollment was about the same as last year, there has been a noticeable shift in level and type of training being sought through CP&D. There was a sharp increase in demand for more technical courses such as File Structures, Data Base Design, Time Sharing Option (TSO), Teleprocessing, Systems Security and Management Information Systems (MIS). This year two new courses (TSO and Mini/Micro Computer Systems) were successfully introduced to our open enrollment schedule. Contract courses in COBOL, FORTRAN, PASCAL and SAS were taught this year.

The Individual Learning Center (ILC) provides individualized self-instructional courses in the areas of accounting, communication, computer science, management, mathematics, office skills, secretarial studies, statistics and supervision. These courses are taught through the use of self-paced programmed materials and the use of audio-visual equipment. ILC open enrollments for 1981-82 were the highest of the last five years. Enrollments increased by 12 percent.

Future Directions

It is projected that procurement, contracting, property management and computer science will continue to be the most active growth areas within CP&D. An expansion of on-site programs in the regional areas is expected. Next year CP&D is introducing three dynamic open enrollment training programs: computer programming training, word processing specialist training, and paralegal studies. The office skills as well as the secretarial curricula areas are being reviewed and revised as necessary. Within the ILC, courseware expansion and updating of courseware is a priority. Several of the new courses will be micro-computer based.

Career Planning and Development Programs had a very challenging yet rewarding year. With the move into the new facilities the program acquired needed additional classrooms, storage, office space and additional staff. The program still maintains two facilities—one at the Capital Gallery Building and the training facility within the South Agriculture Building. We are looking forward to another challenging and fruitful year.

CORRESPONDENCE STUDY PROGRAMS

This was nearly a record year for enrollments in Correspondence Study Programs: over 2,100 participants in the 1981-1982 school year, a 36 percent increase over last year and the highest total enrollment since 1967. Approximately 16 percent of the students were USDA employees, with REA Telephone and Electric Cooperatives registering 9 percent. Most of the other participants were from the Departments of Commerce (8 percent) and Defense (6 percent).

Accounting courses again led the way in registrations followed by sciences and engineering, English and writing, and mathematics and statistics. The greatest growth was in sciences and engineering, due mainly to the addition of Dynamic Meteorology I which had the second highest per course enrollment for the year (first was REA Borrower Accounting Electric). Other new courses added this year were: Printing, Layout and Design; Publishing Management; Cost Accounting I, II and III; Hydraulics I (Hydrostatics); Dynamic Meteorology II; Cataloging and Classification I; and Introduction to Bibliographies.

Increasing registrations as well as new editions of textbooks led to a greater number of course revisions: Success Oriented Supervision, Accounting I, II and III, College Algebra I, Intermediate Editing, Electric Transmission and Distribution, Everyday Mathematics, and Federal Government Accounting.

A research study is being undertaken to examine the feasibility of changing from a more traditional correspondence format to cassette, computer, and audio-visual materials. The attitudes of students about cassettes, computers and audio-visual materials is also being sampled.

Most respondents, 81 percent, had a clear preference for correspondence or regular formats. An interesting area for further inquiry is a profile that may be emerging of students who prefer correspondence courses over regular courses—1 in 5 so far. There seems to be some correlation with learning style—the respondents who prefer correspondence courses tend to be more reflective in their approach to study, prefer established guidelines for carrying out study and go step-by-step. Modifying variables for this dimension and others include: age, sex, position, GS grade, region of the country, source of tuition (self or employer), status of completion of the correspondence course and experience with other correspondence courses.

The research literature on correspondence study is small and needs the inquiry that Correspondence Study Programs is doing. Thus, the project can contribute to the general body of knowledge in this area. A certain amount of linkage with other research literature has been done in this study. A copy of the final report will be made available on request.



EVENING PROGRAMS

Evening Programs this year felt the impact of cuts in budgets—both the federal government's and individuals'. Enrollment was about 14,500, down 9.5 percent from last year.

The drop in total enrollment, though, does not by any means indicate a drop in program activity or vitality. This year curriculum advisory committees worked to review their subject areas for the publication of the new catalog. Their efforts resulted in some significant revisions and reorganizations of course offerings. The Journalism Advisory Committee, in a move designed to better reflect developing technology and employment patterns in the federal government, retitled its subject area "Mass Communications," and assumed responsibility for courses in audiovisual communication. "Communications," in turn, was more explicitly named "English and Communication Skills," including English, English as a second language, interpersonal communications, speech, reading and writing.

Two areas, "Fine and Applied Arts" and "Liberal Studies," were combined into a single curriculum area called "Arts and Humanities," bringing together most of the courses pursued for personal enrichment and growth rather than career development. This move is expected to make those courses more visible and more easily located by prospective registrants.

In another initiative related to the new catalog, a subgroup of the Field Studies and Horticulture Committee developed a new Certificate of Accomplishment in Horticulture. The program focuses on landscape design and foliage but also includes indoor plant cultivation and would be appropriate for people with professional or personal interest in plant care. Many of the courses meet at the National Arboretum, a teaching resource unparalleled in this area.

This year marked the 20th anniversary of Evening Programs' association with the Audubon Naturalist Society (ANS) of the Central Atlantic States in sponsoring the natural history field studies program. The program, combining classroom work with field experience, is perhaps the most comprehensive course of study about a specific ecosystem in the country. This year ANS and the Graduate School reexamined and reaffirmed their relationship, resulting in a new agreement that outlines each organization's contributions to program design, administration, evaluation, and publicity, and provides, for the first time, sharing of revenues. Already the field studies program has

expanded to a new location—the National Wildlife Federation headquarters in Vienna, Virginia—and we expect the program to continue to benefit from this renewed commitment.

The Institute of Lifetime Learning, a component of Evening Programs since 1975, was transferred this year to the Washington, D.C. chapter of the YWCA. Enrollment in Institute classes had been declining and a significant problem for Evening Programs was a lack of convenient, centrally located facilities for the Institute's daytime classes and activities. After consideration of several alternative sponsors, the YWCA emerged as the one best able to provide suitable facilities; the YWCA continues to offer courses at low cost, and effectively reaches new participants in the District's growing population of senior citizens.

The largest growth area for Evening Programs was computer sciences, which increased by approximately 15 percent over 1980-81. This year saw the initiation of our first computer lab facility with six TRS-80 microcomputers in the South Building. Having established the adequacy of the software to support programming classes, we acquired nine additional units, and this fall all 15 will be placed in Capital Gallery. The lab is open to instructors and participants on evenings and weekends under a lab technician's supervision. The microcomputers have also enabled the Graduate School to offer hands-on instruction in word processing for the first time.

Advances in computer technology and software are having an impact in other curriculum areas besides computer sciences. Courses in information technology, office automation, data base search techniques, computer graphics and system dynamics this year have helped people from many fields and disciplines understand the impact of developing technology on their professional and personal lives. We expect this need to grow over the next few years and look forward to responding with appropriate courses in all curriculum areas.

GRADUATE SCHOOL PRESS

There is a new look to the 1982-1984 catalog produced under the auspices of the Graduate School Press and a significant change in the format. In an effort to consolidate the courses and make it a more efficient research tool for users, the courses are grouped by subject area in three sections. Evening and Saturday courses, Daytime Workshops and Seminars, and Self-Paced Instruction. This way potential participants can select the time and method of instruction and find all of the courses on that subject in one place.

The Graduate School hosts a series of seminars entitled Critical Issues and Decisions. Geared towards the government executive, the seminars focus on major problems and challenges. Emphasis is also placed on policy dimensions, particularly as they affect government executives' jobs and programs for which they are responsible.

In this year's seminar, emphasis is placed on federalism and its unique role in the eighties. The discussions and commentaries written by the participants were compiled and edited by Clark Edwards. A new publication, "Government's Role in Solving Societal Problems," was the result.

Included in the book are: "The Conservative Movement Today" by Russell Kirk; "A Post-Weber Model of Bureaucracy" by Newt Gingrich; "Toward Real Security" by Richard J. Barnet; "Federalism and the Solution of Societal Problems" by Robert A. Goldwin; "Beyond Past Futures Analysis" by Alexander N. Christakis; "The Economic Structure of the Family" by Barbara Bergmann; and "The Economy: Are High Interest Rates Necessary to Control Inflation?" by Clark Edwards.

INFORMATION OFFICE

The major development in the Information Office this year was the introduction of a new position. Susan Egerman joined the Graduate School as the new head of the Information Office. Linda Cahill is the publications and printing assistant, Tami Adams is the information assistant, and Casandra Houze is the receptionist.

The office handles press and publicity for the Graduate School. It also continued to coordinate all printing, graphics and typesetting for the School. A new bidding procedure has been instituted which substantially reduces printing costs. A redesigned schedule now provides a more readable format.

The staff was actively involved in a number of special events including the annual faculty reception, the open houses at Capital Gallery, and the 60th Anniversary.



INTERAGENCY AUDITOR TRAINING PROGRAMS

During the year the Interagency Auditor Training Programs (IATP) trained over 4,000 participants at thirty-five locations within the United States and at two locations overseas. This represents a seven percent increase over last year. Seventy-two percent came from federal agency audit organizations and twenty-eight percent from state and local audit organizations.

Four new courses were added to the curriculum: "The Auditor's Role in Information System Design and Development," "Computer Security, Privacy and Fraud—Audit Issues," "Introduction to Governmental Auditing," and Preparation of Audit Workpapers."

Two new courses were developed and are being offered in FY 82-83: "Assessing Financial Activities in Government" and "Prevention and Detection of Fraud and Abuse—Hands on Techniques." The latter course was developed under the aegis of the President's Council on Integrity and Efficiency and in coordination with the Office of Management and Budget and four federal agencies who provided professional staff assistance.

IATP's faculty of 43 was augmented by 12 new faculty members including 2 federal audit directors, 3 professors from outstanding universities, a certified public accountant from the private sector specializing in auditing information systems, and 2 contract audit specialists from the Defense Contract Audit Agency.

IATP presented seven courses at its new field training site in Norfolk, Virginia. The arrangement with the U.S. Navy provides agencies with the advantage of local training and low per diem, due to availability of rooms at the Navy's BOQ. Twelve courses will be offered in Norfolk during FY 82-83.

During the past year IATP provided contractual services to many federal, state and local audit organizations at their locations. They include:

- Training 445 Bureau of Indian Affairs management and tribal personnel in "The Auditing of Federal Assistance Programs and Related Cost Principles;"
- Training 70 Social Security Administration internal re-review personnel in "Introduction to Governmental Auditing;"

- Training several state audit organizations in "Report Writing," "Operational Auditing," and Statistical Sampling Techniques;"
- Providing a follow-up workshop for Department of Transportation auditors who had participated in a "Successful Audit Report Writing" seminar during FY 80-81.

To foster the continued growth of the program, IATP personnel participated in the Association of Government Accountants' annual professional development conference, the Institute of Internal Auditors 41st International Conference and the 1982 Joint Biennial Conference of the eleven intergovernmental audit forums. Six of the ten regional forums also were visited and our program presented to the federal, state and local auditors.

To assist federal, state and local auditors in maintaining their licenses as Certified Public Accountants in the states in which they reside, IATP has signed sponsoring agreements regarding accreditation with Maryland, Pennsylvania and North Carolina.

IATP has recently applied to Oklahoma for an agreement. Many other states honor Graduate School courses without the formality of signed agreements.

INTERNATIONAL PROGRAMS

International Programs (IP) of the Graduate School, USDA, has had a banner year. Professional activities have been diverse. IP has acquired many new working partners in a variety of new projects. The volume of participants has increased. Exciting, innovative projects have been started, and national and foreign activities have been expanded.

A summary of the year included these activities:

- *English Language Programs:* These programs provide training for officials, students and adults who need English as a second language to function in the United States. Plans are underway to evaluate teaching of other foreign languages in the Center this coming year.
- *Voice of America:* This is a unique blending of multinational cultures and management styles and techniques for senior officials in the Voice of America.
- *Peace Corps:* International Programs is performing a new series of services in conjunction with the Peace Corps, from the training of volunteers for Fiji and Tuvalu in the South Pacific to the provision of assistance in identifying, assessing and managing qualified trainers at the Peace Corps Center for Assessment and Training.
- *Agency for International Development:* Many new projects in Africa, the Caribbean Basin and Asia have been initiated. Workshops, training, evaluation, research, technical assistance, special courses, planning and economic development will be conducted and managed in Third World countries by International Programs.
- *Department of Education, Office of Educational Research and Improvement:* International Programs will implement that portion of the Memorandum of Understanding between the United States and the Republic of Korea involving the exchange of visits between education research specialists in the two countries.

Existing programs are expanding such as:

- *Agribusiness, Industrial and Financial Management:* Agribusiness is one of the staple programs. The latter two fields were added this past year. These programs are attended by mid to senior level officials from the developing countries of the world. This year's highly practical program involved some of the most senior people we have ever had. Candidates qualify for a masters degree in management in a cooperative program with Central Michigan University.
- Ongoing programs continued with the Bureau of the Census and their international students, the National Technical and Information Service (NTIS) of the Department of Commerce and their overseas projects, the U.S. Geological Survey (USGS) of the Department of the Interior and their exchange programs with other countries.
- Programming senior officials for observational training throughout the United States continued and expanded during the past year. In these projects, we work with the government of Taiwan, the United Nations (UNDP, UNIDO, ILO), The Department of State, International Communication Agency and other foreign governments such as Nigeria, Japan, India, Jamaica, United Arab Emirates, and Kuwait.
- The growth of International Programs, has required additional space and people. From a staff of two persons, Arthur Byrnes and Lilia Parsons, International Programs has added Debbie Jones, receptionist; Michael Marquardt, associate head; Paula Kozak, program assistant; Gail Darden-Raines and Susan Nelson, program officers; Clifton Barton, program coordinator, Bill Twyford and Susanne Moeller, English language coordinators; and L. Richard Meyers, program coordinator.

REGISTRAR & MANAGEMENT INFORMATION SERVICES OFFICE

A major change in registration procedures was the move of the Evening Programs' registration to the South Agriculture Building. Closer proximity to the Registrar's Office has improved the speed of service to students. The average length of time to complete Graduate School registration for evening classes during in-person registration averages between 8 and 12 minutes.

The office has undertaken the responsibility of administration of the mailing lists, saving approximately \$30,000 annually and increasing reliability. These lists now involve about 60,000 individuals. The Office is in the process of completing a computer program that matches faculty, individuals, students and special interest groups to eliminate duplicates in mailing.

Because of increased enrollment, increased client demand and automation of the mailing lists, the Registrar's Office staff was reorganized to include a full-time office manager, Jillian L. Butler-Veney, two part-time records clerks, Marilyn Jorden and Rosharon Thomas, a part-time computer technician and a part-time data entry clerk.

This August the Graduate School implemented a transcript fee in an effort to help recoup some of the cost for these services. The registration processing fee is \$15 to keep academic records permanently.

The Registrar's Office of the future will be a paperless office of a few people with the actual registration process taking place in the Graduate School program offices. All registration data will be submitted via computer terminal. Registrar's Office personnel will be involved in processing transcripts, recording grades, verifying enrollment, scheduling courses, report generation, and computer system maintenance and security.

With the addition of new staff has come a rededication of purpose to the overall goals and objectives on which the Graduate School was built 60 years ago. We strive for accuracy, performance and courtesy to our clientele at all times. The Registrar's office looks forward to the increased efficiency and better service that computer technology provides. The process has already begun. Several of the day-time programs will receive the benefits of these enhancements in the fall of 1982.



SPECIAL PROGRAMS

During the year, Special Programs had continued growth with enrollments exceeding 19,500. Growth areas continued in custom-designed training and special assistance projects provided under contract or interagency agreement with virtually every major federal government department. Training and assistance agreements are ongoing with the Nuclear Regulatory Commission, General Services Administration, Departments of Education, Commerce, Health and Human Services, and Energy, Walter Reed Army Medical Center, Fort Belvoir, the Smithsonian Institution, Federal Emergency Management Agency, National Oceanographic and Atmospheric Administration, General Accounting Office, and Princeton University.

Training needs assessments have highlighted the year in Special Programs. The August issue of the *Training and Development Journal*, published by the American Society for Training and Development, printed "The Myth of Leadership Style Training" which addressed results of Special Programs' work at the International Trade Administration, Department of Commerce. The cover story of the October *ASTD Journal* will be "Beyond the Myth of Leadership Style Training—Planned Organizational Change." This follow-up article discusses the work at the International Trade Administration and Walter Reed Army Medical Center. Tailored programs in executive development, management and supervision continue to be designed for these needs analyses.

Specialized consulting, research projects and training in property management and procurement have greatly expanded. Numerous policy and procedures manuals were completed for various agencies for personal and real property management including a *Handbook for Property Managers* at the General Accounting Office and a *Guide for Contracting Officers* at the Department of Energy.

Professional workshops, training programs, and support services continue under an ongoing agreement with the Horace Mann Institute of the Department of Education. We assisted in sponsoring a six-day seminar, "New Technology in Education" with experts presenting the latest educational technology. The seminar was attended by educators from throughout the country. Other programs sponsored were "Ensuring Excellence in Education for Rural America," "National Teacher of the Year Program" and "Presidential Scholars."

Special Programs recently signed a support agreement with the Fort Belvoir Army Education Center.

Several Special Programs professionals provide support in the areas of testing, learning center coordination and outreach. Conducting the Basic Skills Education Programs that assist in upgrading skills of military personnel is also part of the agreement. Similar activities also continue at the Walter Reed Army Medical Center, including a training needs assessment of all military personnel. Follow-up activities to that assessment will be designed and performed during the coming year.

Special Programs also continued to support the Philadelphia region of the Federal Emergency Management Agency (FEMA) by providing five trainers to conduct seminars throughout the region. We anticipate working with other FEMA regions next year.

New courses developed during FY 81-82 include: "Career Change: Strategies for Success," "Job Structuring and Position Evaluation," "Staffing and Placement," "PL 96-511, A Workshop for Implementing Paperwork Requirements," "Advanced Seminar on Information Management in Public Administration," "Labor Relations for Supervisors and Managers," "Executive Briefing," "Collective Bargaining," and "Arbitration Advocacy."

The Graduate School has continued its agreement with the Federal Automated Data Processors Users Group (FADPUG) to provide administrative support for their educational activities. Special Programs, in conjunction with FADPUG, presented a one-day seminar, "Practical ADP Project Management, Myth or Reality" and the third annual "Seminar on Security of Federal Automated Information Systems."

The Graduate School also continued its sponsorship of the Information Resources Administration Councils (IRAC) and assisted in presenting three one-day seminars: "Electronic Filing: Consider the Productivity Potentials," "Word Processing/Office Automation Implementation Strategies," and "How to Improve Office Productivity Through Measurement and Evaluation." In addition, Special Programs assisted in the three-day "Federal Office Systems Exposition and Conference."

The Graduate School—IRAC Curriculum Advisory Committee chaired by Dr. Irene Montie has made impressive progress on developing a new curriculum in Information Resources Management.

We look forward to continued growth and improved service during the coming year.

THE WHITE HOUSE

WASHINGTON

June 29, 1982

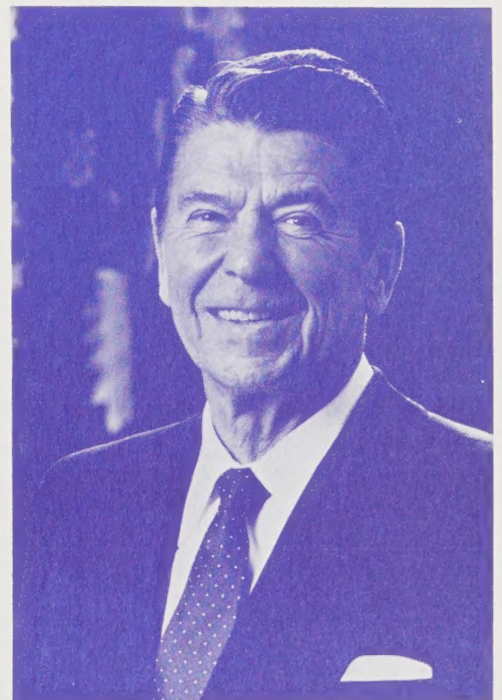
I am delighted to extend my warm congratulations to the Graduate School, United States Department of Agriculture, as you celebrate your Sixtieth Anniversary.

For over half a century the Graduate School, USDA, has provided innovative, practical, and inexpensive continuing education for government employees. The training and education received at the school is of great benefit to government employees, government agencies, and the nation. What is even more impressive about this service is that it is a totally self-supporting effort, rendered without government funds on a non-profit basis.

The accomplishments over the last sixty years show what government employees and educators can do with imagination, energy, and devotion to the public good.

I commend all those who contribute to furthering the work of the Graduate School, USDA, and I wish you continued success.

Ronald Reagan





**Graduate
School, USDA**

600 Maryland Ave., S.W.
Room 129
Washington
D.C. 20024

Non-Profit Organization
U.S. POSTAGE

PAID

Permit Number 41639
Washington, D.C.
